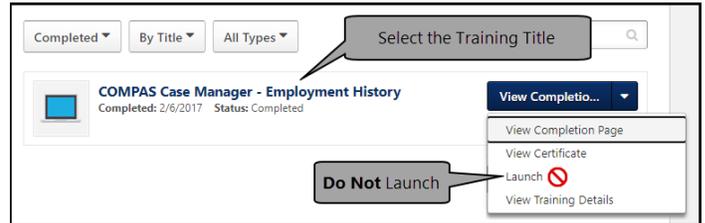




## Re-Take an Online Course

Do you need to re-take an online course you previously completed? If you re-launch the completed course from your Completed Transcript, it will not track your progress. To re-take an online course you previously completed and ensure it records a new completion, follow these steps:

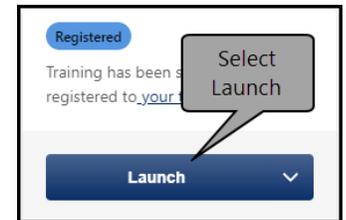
1. From your completed transcript, select the **Training Title**.



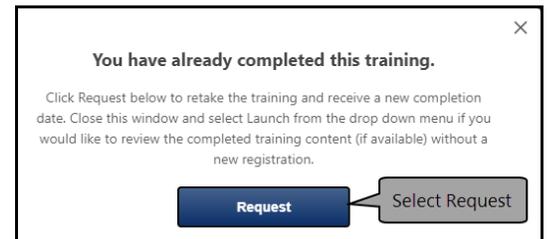
2. Select **Request**



3. A confirmation message appears. Select **Request** to retake the training and receive a new completion.



4. Your training status changes to Registered. Select **Launch**.



 If you need to re-take an online course, do not Launch it from your completed transcript. Instead, follow the instructions above to register for a new instance of the training.

 When a course you previously completed has an Inactive status, you won't be able to re-take it, since the training is no longer available. Try searching the catalog for similar training.



 You can re-take a course from the training catalog, eliminating the need to first navigate to your completed transcript. Select the training title and follow instructions above beginning at step two.